

BOARD OF SUPERVISORS

Brown County



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EXECUTIVE COMMITTEE

Tom Lund, Chairman
Patrick Moynihan, Jr., Vice-Chairman
Steve Fewell, Patrick Wetzel, Patrick Evans
Bernie Erickson, Patrick Buckley

EXECUTIVE COMMITTEE
Monday, October 29, 2012
5:30 p.m.
Room 200, Northern Building
305 E. Walnut Street

**** Please Bring Budget Book ****

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of September 10, 2012.

BUDGET REVIEW

Non-divisional Budgets

1. County Executive – Review of 2013 department budget.

Non-divisional Budgets

2. Board of Supervisors - Review of 2013 department budget.

Resolutions, Ordinances

3. Resolution Approving New or Deleted Positions during the 2013 Budget Process (Administration – Admin Committee).
4. Resolution Approving New or Deleted Positions during the 2013 Budget Process (Child Support – Admin Committee).
5. Resolution Approving New or Deleted Positions during the 2013 Budget Process (Human Resources – Admin Committee).
6. Resolution Approving New or Deleted Positions during the 2013 Budget Process (Information Services – Admin Committee).
7. Resolution Approving New or Deleted Positions during the 2013 Budget Process (Library – Ed & Rec Committee).
8. Resolution Approving New or Deleted Positions during the 2013 Budget Process (Zoo and Park Management – Ed & Rec Committee).
9. Resolution Approving New or Deleted Positions during the 2013 Budget Process (Aging and Disability Resource Center – Human Services Committee).
10. Resolution Approving New or Deleted Positions during the 2013 Budget Process (Health – Human Services Committee).
11. Resolution Approving New or Deleted Positions during the 2013 Budget Process (Human Services – Community Programs – Human Services Committee).
12. Resolution Approving New or Deleted Positions during the 2013 Budget Process (Human Services – Community Treatment Center – Human Services Committee).
13. Resolution Approving New or Deleted Positions during the 2013 Budget Process (Airport – PD&T Committee).

14. Resolution Approving New or Deleted Positions during the 2013 Budget Process (Planning and Land Services – PD&T Committee).
15. Resolution Approving New or Deleted Positions during the 2013 Budget Process (Public Works – PD&T Committee).
16. Resolution Approving New or Deleted Positions during the 2013 Budget Process (U.W. Extension – PD&T Committee).
17. Resolution Approving New or Deleted Positions during the 2013 Budget Process (Land and Water Conservation – Land Conservation Subcommittee).
18. Resolution Approving New or Deleted Positions during the 2013 Budget Process (Sheriff Department – Public Safety Committee).

NON-BUDGET REVIEW

Communications

19. Communication from Supervisor Vander Leest re: Request lower cost alternatives to bring greater access to Brown County citizens of County government meetings. *Referred from October County Board.*

Legal Bills

20. Review and Possible Action on Legal Bills to be paid.

Reports

21. **County Executive Report**
 - a) Other.
22. **Internal Auditor**
 - a) Resolution Authorizing Brown County's Purchasing Department To Enter Into An Agreement With Schenck, SC For Certain Auditing Services Set Forth In Brown County Request For Proposal, Project #1645, Posted September 20, 2012
 - b) Other.

Resolutions, Ordinances

23. Resolution re: Change in Table of Organization Human Services - Electronic Medical Records (EMR) Nurse Coordinator.
24. Resolution re: Change in Table of Organization Human Services – Delete Terminal Operator I and Economic Support Specialist II.
25. Resolution re: Change in Table of Organization Human Services LTE Social Worker/Case Manager.

Other

26. Such other matters as authorized by law.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY EXECUTIVE COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, September 10, 2012 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Chair Tom Lund, Supervisors Patrick Moynihan, Jr., Pat Buckley, Bernie Erickson, Pat Evans, Steve Fewell, Pat Wetzel
Also Present: Supervisors Williams, Sieber, Van Dyck, Landwehr. Executive Streckenbach, Brent Miller, Lynn Vanden Langenberg, Dan Process, David Hjalmsquist, Juliana Ruenzel, Kristin Hooker, Brian Shoup, Dave Maccoux, Rob Strong, Randy Gast, other interested parties

I. Call Meeting to Order:

The meeting was called to order by Chairman Tom Lund at 5:30 p.m.

II. Approve/Modify Agenda:

Motion made by Supervisor Fewell, seconded by Supervisor Erickson to approve the agenda.

Vote taken. MOTION UNANIMOUSLY APPROVED.

III. Approve/modify minutes of August 6, 2012.

Motion made by Supervisor Fewell, seconded by Supervisor Erickson to approve the minutes of August 6, 2012. Vote taken. MOTION UNANIMOUSLY APPROVED.

Supervisor Buckley arrived at 5:32pm

Communications

1. **Communication from Supervisor Moynihan re: Request approval of amending Brown County Code of Ordinances 2.13 (5)(f) to delete "and discussion pertinent to the subject matter." July Motion: Hold for 60 days.**

Motion made by Supervisor Moynihan, seconded by Supervisor Fewell to hold for one month.

Vote taken. MOTION UNANIMOUSLY APPROVED.

2. **Communication from Supervisor Fewell re: To reduce all fees for Senior Citizens that Brown County charges by 33% including golf course, zoo, museum, Frisbee golf, rental fees, Register of Deeds, Medical Examiner fees, all County Clerk fees, including boat launch fees to honor all Senior Citizens in Brown County. Held for one month.**

Fewell felt if they were going to decide on a policy for senior discounts that they should include all activities. He wasn't necessarily in favor of it and felt they had to be conscious about the kind of policies they set.

Motion made by Supervisor Fewell, seconded by Supervisor Buckley to receive and place on file.

Vote taken. MOTION UNANIMOUSLY APPROVED.

Supervisor Wetzel arrived at 5:35pm

3. **Communication from Supervisor Vander Leest, Van Dyck, and Steffen re: Request to the Brown County Executive to prepare a budget for 2013 that freezes or lowers property taxes for Brown**

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County taxpayers. Aug Motion: To forward to Corp Counsel to draft a resolution as stated wishes and bring back at next Exec Cmte mtg.

Moynihan stated that Supervisor Vander Leest had contacted him, he was unable to attend the meeting was in support of the resolution that was presented this evening.

Motion made by Supervisor Fewell, seconded by Supervisor Erickson to receive and place on file. Vote taken (Ayes: Fewell, Buckley, Lund, Erickson, Wetzel; Nays: Moynihan). MOTION APPROVED 5-1.

a) Resolution Requesting the County Executive Prepare a 2013 Budget Reflecting a Freeze or Lowering of Property Taxes for Brown County Taxpayers.

Erickson believed that it was the intent of every committee chairman to seek these goals or better and felt they didn't need a resolution to achieve what they were aiming for.

Fewell felt the resolution was nonsense and grand standing. If the Executive prepared a budget that they didn't feel was responsible it would become the County Board's budget starting October and they would have the responsibility to adjust it accordingly.

Motion made by Supervisor Erickson, seconded by Supervisor Buckley to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED.

- 4. Communication from Supervisor Hopp re: Request that ALL standing committees and boards responsible to the Brown County Board shall be required to file and post the minutes from their meetings within 24 hours of adjournment. Referred from August County Board.**

Moynihan stated for Hopp's communication to come to fruition they would have to accept his communication under item #1. To file and post minutes within 24 hours would not be accomplished unless the minutes were basically motions and the actions of the committee.

Buckley stated they would have to look at cost to get this out in 24 hours and if people needed to know the information within 24 hours, they should have attended the meeting. Lund agreed noting that he felt it was a ridiculous requirement.

Erickson informed that he had brought this up approximately six years ago and it was almost impossible to do. The minutes he believed Hopp was referring to, many of those committees meet quarterly and the minutes from the previous meeting may take months to get to for their next meeting to be approved, they then go to their oversight committee and finally to the Board. There was a considerable delay. The committee meeting minutes were always on time for the board, you can get them online. Sometimes meetings go until midnight and what do you call 24 hours, by 4:30pm the next day? Staff didn't have enough time to complete the minutes.

Fewell felt there might have been times where recording secretaries were not present at subcommittee meetings so they were asking a member of a committee to transcribe minutes. He felt if they were going to do this maybe they should only record in the minute's resolutions and ordinances and nothing else. All the sidebar conversations and members wanting to be quoted are thrown out to allow for minutes to be completed in 24 hours. Right now, he wasn't sure if there were enough recording secretaries for all of the committees.

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Wetzel agreed with Erickson. Committee meetings are not known to be quick; County Board staff only have so many hours in a day. Unless they start paying overtimes, etc. Lund added that it wasn't even a constitutional requirement.

Motion made by Supervisor Erickson, seconded by Supervisor Fewell to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED.

5. **Communication from Supervisor Erickson re: To have Karl Fleury and Shelly Nackers report to Executive Committee to discuss why hiring hasn't kept up during the last 20 months and explain why employees can't work within the County's scheduled work week. *Referred from August County Board.***

Motion made by Supervisor Erickson, seconded by Supervisor Buckley to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED.

6. **Communication from Supervisor De Wane re: To have staff meet with representatives from Green Bay to discuss alternatives for the future of the Brown County Library and bring their findings to the Executive Committee, whether it is a partnership or finding a new location or building a new library, etc. *Referred from August Ed & Rec Cmte.***

Wetzel informed that at the Education and Recreation Committee they received this item and placed it on file.

Lund informed that at the July meeting of the County Board there was a discussion with regard to having the Brown County Executive and Brown County Board Chairman select five County Board members to serve on an ad hoc committee to work with members of the Library Board to create and RFI for future needs of the BC Central Library. Executive Streckenbach informed that they needed one person.

Erickson stated as a committee chairman of Planning, Development and Transportation they had a lot of communications that were made continuously at County Board level and no one shows up to the meetings. Committees hold the communications for a month, supervisors are reminded of their communications and they still don't show up. He suggested having the Board Chairman make mention at the next board meeting that if someone was going to bring forward a communication, show up to the meeting. It was fruitless as no one knows what they were talking about.

Motion made by Supervisor Fewell, seconded by Supervisor Erickson to receive and place on file. Vote taken (Ayes: Fewell, Buckley, Lund, Erickson, Wetzel; Nays: Moynihan). MOTION APPROVED 5-1.

Legal Bills

7. **Review and Possible Action on Legal Bills to be paid.**

Motion made by Supervisor Fewell, seconded by Supervisor Moynihan to approve. Vote taken. MOTION UNANIMOUSLY APPROVED.

Referred from Administration Committee

8. **Discussion of the Chapter 4 modifications and the effects on departments that operate 24hours per day, seven days per week. *June Motion: To approve Chapter 4 as amended and have the County Executive continue to work with the Sheriff/Communication Center Director with the 24/7 operations and come back in September.***

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Miller informed that there wasn't an update but at the request of Supervisor Fewell, this tied in with the resolution that was sent back from the County Board. He did have communication from the Sheriff and the former Public Safety Director with regard to the staff was required to work Tuesday through Saturday and a Sunday where the week started over. It tied in with Erickson's communication. Those workweeks have not changed. When Act 10 and Act 32 went into place you could not under the Fair Labor Standards, which the County Board had done through Chapter 4, paid the overtime on worked time over 40 hours, previously paid over 8 hours. Both the Sheriff and Public Safety Director responded the same, on the sixth day occurrences, which had been voluntary only, they could not produce one where it was inversed. The Sheriff stated they would have to pull 150 different timecards and ask each employee if they were inversed or if they volunteered for that. To the Sheriff's knowledge there had been no inversing on the sixth day. At the Communication Center his comments were that it should be noted that they had not forced anyone to work six days in a row, if someone worked a sixth day it was because they voluntarily took the hours. It usually happened on their short week that they took their sixth day.

Buckley questioned if they were getting closer to being able to pull information regarding overtime on the computer system, rather than doing it all by hand. Miller responded, yes. The system had been in place since 2006 and the last of it should be implemented on January first.

Motion made by Supervisor Erickson, seconded by Supervisor Wetzel to hold for one month. Vote taken. MOTION UNANIMOUSLY APPROVED.

Reports

9. County Executive Report

a) Budget Status Financial Report for July, 2012.

Streckenbach informed that their current budget was in line.

Motion made by Supervisor Fewell, seconded by Supervisor Buckley to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED.

10. Internal Auditor

a) Presentation of 2011 Comprehensive Annual Financial Report, Federal Awards and State Financial Assistance Report and Management Communications by Schenck, SC.

NOTE: A copy of the Comprehensive Annual Financial Report, the Federal Awards and State Financial Assistance Report and the Management Communications Reports were previously provided to all of the County Board members at the August County Board meeting.

Schenck SC SPA David Maccoux referred to the Comprehensive Annual Financial Report and informed that it was required to contain certain documents and certain schedules. This report was prepared exclusively by the county. Last year's report which was similar to this year's report did receive a Certificate of Achievement for Excellence in financial reporting. Within Wisconsin there were about 20 units of government that received this prestigious award. The 2011 report does meet those high standards as well.

Maccoux informed that it was a clean opinion, it was an unqualified opinion, meaning they would make no modifications to the report that was prepared by the county. Included in the report was management discussion and analysis which presents county financial activities in a narrative format. He would encourage the County Board to review that.

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Maccoux briefly went over the government-wide financial analysis portion of the report which can be reviewed on the Brown County website: www.co.brown.wi.us
Under Departments -> Administration -> County Financial Reports / Audits (CAFR) -> 2011 CAFR.

With regard to the Federal and State Financial Awards, as a governmental entity the county does received federal and state financial assistance. For the year end December 31, 2011 the county received about \$44 million of federal dollars and about \$29 million of state. Part of their audit in addition to the financial report included tests of compliance with respect to those federal and state programs. They had performed compliance testing to make sure that the county was compliant with the appropriate laws and regulations and reported their findings to the county and to the federal and state awarding agencies.

Their last report was their Management Communications which went through both financial information and other comments and observations that they had as part of the 2011 audit. The first couple pages talked about their responsibility because of the federal and state assistance they follow government audit standards that require them to do additional work with respect to compliance and internal controls. They were pleased to say that their review of the county's internal controls structure did not disclose any instances of non-compliance that they were required to report. It also went through part of the counties financials statements that were based on some estimates, their responsibilities were to review those estimates and they believed they were properly accounted for and would make no modifications.

Maccoux referred to page 11 in the Management Communications report and touched on the summary financial information – governmental funds. He explained that they liked to analysis a two year synopsis on what happened in 2011 compared to the prior year to understand where the county's financial position was. He spoke primarily to the general fund, part of the audit there was a new standard that was implemented. That standard indicated that the fund balance was now classified being either non-spendable, restricted, assigned or committed. The county adopted that policy for 2011 year ending general fund balance was \$34.5 million, an increase of approx. \$2.7 million. From that perspective the county had a very good budget year in 2011. Overall, the general fund balance is in a strong position as the county enters 2012.

The rest of the report goes through the various different enterprise funds and internal service funds which were designed to report different activities of the county. There were no real significant areas that were of concern. Overall they believed the county was operating efficiently and solid financial position in each of these funds. He informed there were additional comments starting on page 20.

Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED.

Supervisor Evans arrived at 6:01pm

b) Request for Proposal (RFP) for Auditing Services for Brown County Board – Project #1645.

Internal Auditor Dan Process informed that the current contract was an extension of a previously executed contract and that they were at the five year maximum. He proposed that the county submit a formal RFP process to seek proposals to conduct the annual audit for the next three years with an optional two year extension.

**Motion made by Supervisor Moynihan, seconded by Supervisor Fewell to approve. Vote taken.
MOTION UNANIMOUSLY APPROVED.**

c) **Other.**

11. Labor Attorney Report

a) **Employee Handbook.**

Director of Administration Brent Miller informed that the handbook brought in line with what Chapter 4 proposed. Lund added that they took Chapter 4 and developed an employee handbook with general language for employees because they don't have the language in contracts any longer.

Miller informed that the handbooks referenced where individuals could go to confirm that workers comp matched state law. It also referenced where to find info regarding short term and long term leave online. The info online explained in far more detail than the employee handbook. In doing this, if short term and long term disability changed, they wouldn't have to modify the handbook, etc. Miller stated that this was a living breathing document and will change and grow as laws change, etc.

Lund questioned if Department Heads made their employees aware of the handbook. Vanden Langenberg responded that so far employees have not seen this but informed that it will go out to the departments as well as online. As they get additional questions staff will continue to update and address. Buckley questioned if they should have the departments go over the handbook with staff before the committee approved it to reduce the chances of it having to come back for changes. Buckley suggested holding for two months.

Streckenbach informed that they recognized this was a living document, it resembled Chapter 4 as the highest level and the next level was how they administer these policies. The handbook was 85% of duplication of Chapter 4. He felt holding this for two months would set them back as far as administrating and allowing employees to understand. He felt it was important to get this put in place as soon as possible. This was the next step after the Chapter 4 revisions.

Buckley recommended holding for a month and request each supervisor or department head make it available for their employees to read giving them a month to contact Supervisors, Administration, HR and the Executive with any issues and or comments.

Fewell informed that he would like to see some things cleaned up, have some items referenced back, incompliance with purchasing policies, etc. They need to make sure they were complying with all the other policies. The way it read, the department head had the authority; he wants it to read that the department head had the authority in compliance with purchasing policies. Streckenbach stated that each department would have their own individual policy that would then correlate with Chapter 4, then the employee handbook and then the actual department would have their own policy. He felt it was appropriate to allow the departments and staff to have appropriate discussion as to what was best for them in their setting. At the highest level, the ordinance level, they had set the tone, then it allowed the departments to adapt what is needed. Buckley felt if they were going to allow each department head to have their own policy, before he approved this, he would like to see their policies. By not doing this you were asking for more issues, more complaints from departments.

Evans noted that he had agreed with Buckley.

Further discussions ensued with regard to clothing policies vs. employment policies. Streckenbach believed each department had different aspects that were not necessarily required to be followed

within this employee handbook. This was a guide to allow for departments and employees to find answers regarding employment. The department level was another layer.

Motion made by Supervisor Buckley, seconded by Supervisor Evans to hold for one month. Vote taken. MOTION UNANIMOUSLY APPROVED.

b) **County Board Referral – Public Safety / Corrections Resolution.**

See item 15 for action.

Buckley excused @ 6:25 p.m.

Vacant Budgeted Positions (Request to Fill)

12. Health Department – Public Health Nurse: Vacated on 8/10/12.

Motion made by Supervisor Moynihan, seconded by Supervisor Fewell to approve . Vote taken. MOTION UNANIMOUSLY APPROVED.

13. Human Services – Social Worker/Case Mgr.-Child Protection, Intake/Ongoing: Vacated on 8/20/12.

Motion made by Supervisor Evans, seconded by Supervisor Moynihan to approve. Vote taken. MOTION UNANIMOUSLY APPROVED.

14. Public Works Department – Business Manager: Vacated on 8/15/12.

Vanden Langenberg informed that the resignation for this position was received around the same time as the deadline to get in for last month so she had sent a correspondence to Chairman Moynihan and Chair Lund and explained the situation and asked if they could begin the recruitment. They figured it would take about 30 days and it was a critical position to fill. The position was posted so they were recruiting but interviews will be held until this approval.

Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to approve. Vote taken. MOTION UNANIMOUSLY APPROVED.

Resolutions, Ordinances

15. Resolution Granting Authority to Pay Additional Compensation to Brown County Employees. *Referred from August County Board.*

Motion made by Supervisor Erickson, seconded by Supervisor Evans to approve 11b and 15. Vote taken. MOTION UNANIMOUSLY APPROVED.

16. Resolution re: Change in Table of Organization Human Services (Psychiatric Nurse).

Motion made by Supervisor Evans, seconded by Supervisor Moynihan to approve. Vote taken. MOTION UNANIMOUSLY APPROVED.

17. Resolution Asking Brown County Housing Authority Take Immediate Action to Stabilize the Situation with Integrated Community Solutions.

Process provided a handout (attached) re: Brown County Housing Authority (BCHA)/Integrated Community Solutions (ICS). Moynihan informed that what Process presented was a timeline of his meeting with ICS. Moynihan was communicating with people from BCHA and shared emails with ICS members. Mr. Law from ICS had asked if the Internal Auditor would meet with them because

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Moynihan implicated to the Internal Auditor that he would like him to meet with ICS. Moynihan asked Mr. Law if he could have signed affidavits from their external auditor, their bank and other parties associated with ICS which they had since provided. Process informed that he had the opportunity to meet with ICS and they were very forthcoming with information, he had provided them a request of items he would have liked to discuss Tuesday and when he got there Wednesday the info was available. Process continued referring to info provided on the handout.

Rob Strong provided handouts (attached) re: BCHA to Assume Direct Management of HCV Program September 10, 2012. He informed that they had met with the Administration Committee (August 23, 2012) and he had asked for a closed session to discuss some of the information provided in his handout. His intent was to protect the integrity of ICS and didn't want to make this public. However, the County Executive and County Board Chairman encouraged them to make their reasons known. He had talked to their Chair and Vice Chair at the Housing Authority and they gave the authorization to release this information. Strong then briefly read over the handouts with the committee.

Wetzel questioned the difference in opinion between BCHA and Mr. Maccoux from Schenck regarding solvency. Strong responded that they reviewed their last three years of audited statements and they had been negative all three of those years. He stated they may be solvent but that was one piece of the puzzle here but a significant one.

Maccoux stated that when they look at ICS the for-profit entity was the major reason. The for-profit entity had some economic challenges a number of years ago with the economics and there was a right down on some goodwill and that really generated negative value of the investment and as a result fell into the bottom line of the net asset of ICS. That was not a liability of the contract. The write off of goodwill generated the negative equity. The key fundamental issue with performance staffing was making sure from a cash flow perspective they were covering their debt service obligations, their operations and have been. When they look at solvency they don't necessarily look at what the accounting literature required them to consolidate but rather from a cash flow perspective were they generating sufficient cash flow to meet their obligations and they had been doing that. That was how they determined that they were financially solvent.

Strong gave a brief history of other concerns. Strong informed that they were operating today for less than the Housing Allowance office back in the 1980's & early 90's, their administrative costs were out of line. He informed that they were given notice a few years ago that ICS no longer wanted to manage GBHA's standard sites. They were having problems keeping them up to par. They had a lot of changeover in staff. They brought in a for-profit entity which had gone out of business. ICS had a consulting service, they had a leadership development, an experiment they did in the private sector, that organization still existed but had been since separated from ICS. They now have Personnel Connections and Star One Staffing that were running at a negative number. Housing Authority felt their record had not been good when you look at the health of their overall organization that they were contract with. Their program was a healthy program but ICS was making decisions that caused them to have some nerves and it was a concern. It worried him that the attention was being pulled away from the BCHA program and put it in a for-profit entity that was \$2.5 million in the hole.

Fewell felt if they were going to look at salaries they should be looking at all non-profits, if it was a concern it should be a concern for all not for profits they work with. He didn't think it was an issue on whether or not they were solvent or not. His concern continued to be was what plan they had to take this in-house. Strong indicated that they were going to start working towards that goal. They had two sets of plans. He informed that he had attempted to schedule a time to sit down with ICS

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and he offered three dates last week and they turned them all down. Fewell stated he was advocating for some stability to this whole situation for a period of time so things could be evaluated appropriately. He felt things had to be looked at and felt there was still no plan for how BCHA would handle this.

Supervisor Buckley arrived at 6:59 pm

Randall Gast - 3015 Riviera Rue, Green Bay, WI

Randall Gast stated that he came this evening to have a constructive dialogue, but he was now "ticked off". With regard to the comments that ICS had brushed off the BCHA, he stated that they tried to schedule a meeting a number of weeks ago but did not hear back from BCHA. He stated they were attempting to get a collaborative effort together to have a good faith dialogue to try to salvage this program for ICS, a valuable non-profit organization of the community. He felt that in light of their 40 year relationship with BCHA, if there were any complaints received by BCHA, they should have come to ICS to discuss them as well as complaints regarding viability and financial stability. Gast also felt that conversations with regard to these issues should have happened a number of months ago but none were had, even though there are clauses in the contract to this effect.

Gast continued that he called BCHA weeks ago to ask for their reasons for wanting to take this in-house, and he was told that these were items that had been discussed in closed session; however, tonight he is hearing these things for the first time. Gast stated that he has been with this organization for 15 years and he loves the organization and the program and what it does for the community.

He stated that ICS's relationship with BCHA started 40 years ago with a study done by HUD to see if a non-profit organization could run a federal housing program cost effectively or more efficiently than the government could. This proved to be a successful experiment and ICS has run this program over the years and has received a number of HUD High Performer evaluations and they have also been held as a model organization for other housing agencies. Gast noted that their creativity and innovation of being a stream lined non-profit organization has allowed them to be a successful agency and deal with issues in a more expeditious manner than the government sometimes can. He stated that ICS was a one stop shop for a number of helpful programs. He continued that they have a professional Board of Directors made up of attorneys, human resource consultants and other executives and this organization has always been professionally run.

Gast urged the Committee to take time to analyze this and noted that they just found out about this in July. He also stated that at that point the BCHA talked to ICS staff about becoming employees. This had since been nipped in the bud because the City said with the current economy they are not going to add 18 – 20 staff members, regardless of the fact that a number of the administrative dollars come from the HUD program. He said they were told by BCHA to "be quiet about it and take it like good people" but the Board disagreed with this and the staff was scared. They told staff to lay low because their jobs, futures and families were on the line. The Board then contacted elected officials to look at this as they did not feel it was a wise decision for a number of reasons. Gast felt that if this was brought in-house, many of the other programs they administer will fall by the wayside in large part because they will not have the same kind of staff that was passionate about these programs.

Gast continued by responding to some of the reasons he heard for taking this in-house. He felt that if concerns were raised earlier they probably would have been able to work through them. He also asked Strong to sit down and discuss issues before they were made public and he would have liked

to get Schenck involved, but he was advised that these were things that had been discussed in closed session. He stated one of the big reasons for the upside down numbers was because of the way accounting protocols have changed and they had to significantly write down the goodwill. He keeps hearing that these for profit centers have no financial viability but this is nonsense. He said it is a very rudimentary analysis: take a look at the debt and compare it to the assets and if the debt is way out of line with the assets, there is a problem. He continued that a more mature way to look at this would be to look at the nature of the business that is being discussed. They are not manufacturers and do not own a warehouse and equipment; but rather they rent office space and have a computer program that has hundreds or thousands of temporary staffers and they sell their time. He acknowledged that it cost money to buy these companies because they were valuable companies when they were purchased. Their real asset was the cash flow which is generated by all the people they send to work and he stated that they have an excellent cash flow.

Gast continued that in 2010, Personnel Connection, one of their for profit staffing divisions, posted a net profit before taxes of \$242,000 and in 2011 before taxes a net profit of \$197,000. Year-to-date Personnel Connection is reporting a net profit before taxes of \$97,000. He stated when the Board of Directors made the decision to permit purchase of staffing companies, the goal they had in mind was to move people into work to support their families and support the next generation of their families. When these companies were purchased, they were very profitable companies and that was why they paid what they did to purchase them and borrowed the money to do so. Their goal as a Board has always been when the debt is paid to take the profits generated from their for profit division and invest them back into the community.

Gast continued that the three companies, ICS, Star One and Personnel Connection are all separate entities and the for profit arms of the company have done very well over the last several years. He acknowledged that they have rewarded their CEO for administering three companies because he did well for them but if you look at what was actually charged to HCVP, that should be the only area of interest to anyone looking out for the public's interest because that was what was charged to the public programs. The top six executives in the company charge an average of \$36,000 for the HCVP. He was offended that salaries of officers are being disclosed and discussed. The vast majority of the salaries come from the for profits and not the non-profit.

With regard to the allegation that they lost \$300,000, Gast acknowledged that there were some tough years, especially when HUD says you get paid a certain administrative fee and then there are budget problems at the federal level and reductions are made. He urged the Committee to understand, however, that they could have streamlined the program much more harshly than they did, but they wanted to leave the infrastructure in place the way it was for the benefit of the participants. He also noted that some of the housing numbers were down for a period of time as well which resulted in lower dollars received which did result in them going to BCHA who retains a joint reserve to ask for help. This reserve was funded in large part by monies that they save by being under budget. He noted that in the last 30 months they have run \$238,000 under budget. Gast continued that ICS is a sound organization and the for profit arms are making money which pay their own debt and he did not feel there should be any concern about the long-term viability of the company.

Gast advised the Committee that he stands in support of the resolution and felt that the BCHA continuing with ICS for at least a one year period would be beneficial and would allow some of the issues brought forward to be ironed out. He urged the Committee to pass the resolution and BCHA

III

follow the recommendation. He felt that all things considered, they do have a good working relationship with BCHA and he hopes it moves forward.

Buckley asked Gast to explain the makeup of the Board and more specifically, if there was anyone from the City or County on the Board. Gast answered that there was not anyone from the City or County on the Board and indicated that he was the Chairman and the other Board members are Michael Kadow, Ben Fosse, Jason Muenster, Kelly Runge, Dave Wouters and Kimberly Houlton.

Supervisor Fewell was excused.

Buckley also asked if any of the Board members could benefit at all from the for profit entities once the loans are paid off and Gast answered no. The only people that could conceivably benefit from the for profit companies are the employees of these companies. Buckley also asked if Gast would have a problem with additions to the Board consisting of representatives from the County and/or City and Gast stated that he would not have a problem with that at all and he recalled that early on there was a liaison or ex-officio member from the Planning Department.

Wetzel asked Strong what the timeline currently was with regard to this and Strong explained that in July of 2012, after a few meetings, BCHA decided to not renew the contract with ICS and notice was sent to them stating that they would no longer have a contract with BCHA as of January 1, 2013. BCHA's plan was to look at working with the City of Green Bay and in talking with members of the Personnel Committee it became apparent that this would be a battle but he noted it was never denied. BCHA then stepped back to look at options and they are more than willing to sit down and talk about the transition and how it takes place. Strong acknowledged that it made the HA look bad to keep everything hidden and stated that that is why this was brought forward at this meeting. He stated that he did not want to do it and he has no intention of badmouthing ICS, but he does acknowledge that the Committee has the right to know why this important decision was being made. Strong continued that they do still have the means to get this accomplished prior to the end of the year if they are not able to work anything out with ICS. They did try to get a meeting together which did not happen and they are still trying. Strong stated that one of the things they are looking at was to find a way to phase this out over time and this will be discussed when BCHA and ICS are able to meet. Strong did state that the only motion that has been made as of this time by the BCHA was the January 1, 2013 date, however the task force that has been set up will look to see if there was a way to transition this to help ICS get through this. Wetzel was not real confident that a task force could resolve this in two or three months and the resolution that was currently before the Committee was to ask for time to work through these things and he was in support of that. Strong reiterated that they do have a mechanism in place to take this over on January 1. They have done the research so that if this has to be done as of January 1 it will be done. He would rather work with ICS to transition over more time but they do have to lay out a plan and be ready to implement it and they are. Strong also pointed out that the Family Self Sufficiency and Home Owner programs are also BCHA programs which would come with the BCHA and they would offer staff that administer these programs positions. Those programs will not go away.

Buckley asked if the transition Strong was referring to was to the City and Strong said it would be BCHA that would hire staff and nothing would be tied to the City. Buckley felt that he supports the resolution until an action plan that everyone was comfortable with can be put together and then maybe take a look in the interim of getting representatives of the City and County on the ICS Board so there was some communication. Gast stated that he would be amendable to that.

Evans felt the resolution was neither here nor there and if it is passed it didn't mean anything and if it was not passed it also doesn't mean anything. Strong stated that the resolution was a

III

recommendation to the BCHA who was responsible for the program and he also noted that the vast majority of Housing Authorities within the State of Wisconsin do run their own programs. Evans stated that he saw both sides of this and was concerned about the short time frame involved. He would like to see BCHA and ICS talk more and he suggested that this be held, however, Lund pointed out the resolution was simply a recommendation.

Erickson stated that he was of the impression the City wanted this, however, he has had conversations with some City aldermen and has heard that some of them were up in arms and did not want to add 30 – 35 employees to the City staff. He said this was a very important issue and he has received e mails and documentation on this in favor of ICS continuing the program. He did not feel it was reasonable for BCHA to take this over in a matter of three months. He has spoken with ICS, Schenck and the Internal Auditor and they have all made very believable statements which he has confidence in.

Motion made by Supervisor Erickson, seconded by Supervisor Wetzel to make a motion by substitution to approve the resolution with the modification to change from one year to two years. Vote taken. Ayes: 3 (Erickson, Wetzel, Lund); Nays: 3 (Buckley, Moynihan, Evans).

MOTION FAILED

Moynihan stated that in the industry he worked in, if an individual was not doing their job, a supervisor would sit down and discuss corrective action and he did not feel this was done in this setting. He also stated that Process looked at numbers and Schenk Okayed those numbers with regard to solvency and he was for the resolution but acknowledged that the ultimate decision was BCHA's, but he would like the County Board to approve the resolution.

Supervisor Van Dyck felt there were conflicting reports on solvency and from the County's perspective; it did appear that the company was solvent and therefore that argument was incorrect. Further, he did not feel that Strong had a plan for the assertion that this could save \$160,000. Strong disagreed with this; Van Dyck stated that hiring temporary help did not constitute a plan. Van Dyck always had concerns when someone said they could save money, but they didn't put forth the numbers or plans to do it. He encouraged further discussions on how to continue the relationship with ICS and if Strong was unable to bring forward more concrete information, he would not support making a change.

Motion made by Supervisor Fewell, seconded by Supervisor Moynihan to approve. Vote taken.

MOTION APPROVED. Ayes: 5 (Lund, Moynihan, Wetzel, Erickson, Buckley); Nays: 1 (Evans).

Closed Session

18. **A closed session pursuant to Wis. Stats. § 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Labor negotiations)"**
19. **Convene in Closed Session to discuss and confer with Corporation Counsel in regards to Civil Action No. 12-C-633 entitled GetMOR Enterprises, LLC v. Brown County, pursuant to Wis. Stat. § 19.85(1)(g) "any meeting of a governmental body may be convened in closed session for purposes of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved."**

Motion made by Supervisor Evans, seconded by Supervisor Erickson to enter into closed session @ 7:45pm. Vote taken. MOTION UNANIMOUSLY APPROVED. Roll call: Wetzel, Evans, Erickson, Lund, Moynihan, Buckley.

Motion made by Supervisor Evans, seconded by Supervisor Moynihan to return to regular order of business. Vote taken. MOTION UNANIMOUSLY APPROVED.

Other

20. Such other matters as authorized by law.

Motion made by Supervisor Wetzel, seconded by Supervisor Evans to adjourn at 7:56 p.m. Vote taken. MOTION UNANIMOUSLY APPROVED.

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

III

November 7, 2012

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION APPROVING NEW OR DELETED POSITIONS
DURING THE 2013 BUDGET PROCESS
(ADMINISTRATION)

WHEREAS, a New Position or Position Deletion Request was submitted by the Administration Department during the 2013 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has evaluated the workload to support the new changes and has identified positions to be eliminated from the table of organization; and

WHEREAS, the Administration Department recommends the deletion of (0.50) FTE Clerk/Typist II position.

WHEREAS, the Administration Department recommends the addition of 0.20 FTE Account Clerk I position to maintain the processing of payments to vendors in a timely manner; and

WHEREAS, the Administration Department recommends the deletion of (1.00) FTE Budget Coordinator and the addition of a more universal 1.00 FTE Senior Accountant to perform budget duties as well as other financial/accounting work. This position would be maintained in Pay Grade 21 of the Administration Classification and Compensation Plan; and

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the Administration Department table of organization be changed, deleting (0.50) FTE Clerk/Typist II and (1.00) FTE Budget Coordinator and adding 0.20 FTE Account Clerk I and 1.00 FTE Senior Accountant in Pay Grade 21 of the Administrative Classification and Compensation Plan and positions; requested through the 2013 budget process to be effective January 1, 2013.

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Budget Impact

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Clerk/Typist II	(0.50)	Deletion	\$(15,867)	(\$2,251)	\$(18,118)
Account Clerk I	0.20	Addition	\$ 7,303	\$ 1,036	\$ 8,339
Budget Coordinator	(1.00)	Deletion	\$(51,822)	\$(7,351)	\$(59,173)
Senior Accountant	1.00	Addition	\$ 60,202	\$ 8,540	\$ 68,742

Total 2013 Budget Impact (Administration)

\$ (184) \$ (26) \$ (210)

Fiscal Impact: The changes in this resolution are reflected in the 2013 budget.

Respectfully submitted,
ADMINISTRATION COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Submitted by Human Resources.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAFFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR	DIST #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

November 7, 2012

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION APPROVING NEW OR DELETED POSITIONS
DURING THE 2013 BUDGET PROCESS
(CHILD SUPPORT)

WHEREAS, a New Position or Position Deletion Request was submitted by the Child Support Department during the 2013 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has evaluated the workload to support the new changes to the table of organization; and

WHEREAS, since 2010 Brown County has had a contract with an outside source to provide Call Center services to Brown County Child Support participants. This requires a participant to place a long distance call to submit a question about their case. They are instructed to call back in two days and the Call Center will have obtained the information from a Brown County caseworker. Many times there are additional questions and this process must be repeated; and

WHEREAS, this has led to a significant decline in the level of service, increased walk in traffic and complaints have been filed; and

WHEREAS, the allocation of state and federal funding are dictated by program performance measures and could be negatively impacted as well as service to our customers and the economic impact on children and their caretakers; and

WHEREAS, the Child Support Department recommends the addition of 2.00 FTE Child Support Worker positions to staff an in-house call center to provide accurate information to customers in a timely, professional manner. These positions will also provide clerical related support to the department; and

WHEREAS, these positions are reimbursed by state and federal funding (currently at 66%) based on program performance measures; and

WHEREAS, the contract for the outside Call Center would end saving approximately \$160,000; and

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the Child Support Department table of organization be changed, adding 2.00 FTE Child Support Worker positions; requested through the 2013 budget process to be effective January 1, 2013.

Budget Impact

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Child Support Clerk	2.00	Addition	\$66,446	\$9,425	\$75,871
Total 2013 Budget Impact (Child Support)			\$66,446	\$9,425	\$75,871

The costs of these positions would be offset by state and federal funding (currently reimbursed at 66%) and the termination of the outside Call Center contract would save approximately \$160,000.

Fiscal Impact: The changes in this resolution are reflected in the 2013 budget.

Respectfully submitted,
ADMINISTRATION COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Submitted by Human Resources.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

November 7, 2012

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION APPROVING NEW OR DELETED POSITIONS
DURING THE 2013 BUDGET PROCESS
(HUMAN RESOURCES)

WHEREAS, a New Position or Position Deletion Request was submitted by the Human Resources Department during the 2013 budget process; and

WHEREAS, the department has evaluated the workload to support the new changes and has identified positions to be eliminated from the table of organization; and

WHEREAS, the Human Resources Department recommends the deletion of a vacant (1.00) FTE HRIS Analyst position; and

WHEREAS, the Human Resources Department has identified the need for more departmental outreach, training and assistance during the transition to new management techniques, models and structures being implemented. The Human Resources Department recommends the addition of 1.00 FTE Senior Analyst position to better fit the needs of the department. This position would be maintained in Pay Grade 18 in the Administrative Classification and Compensation Plan.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the Human Resources table of organization be changed, deleting (1.00) FTE HRIS Analyst position and adding 1.00 FTE Senior Analyst position in Pay Grade 18 of the Administrative Classification and Compensation Plan; requested through the 2013 budget process to be effective January 1, 2013.

Budget Impact

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
HRIS Analyst	(1.00)	Deletion	\$(46,058)	\$(6,498)	\$(52,556)
Senior Analyst	1.00	Addition	\$ 56,581	\$ 8,026	\$ 64,607
Total 2013 Budget Impact (Human Resources)			\$ 10,523	\$ 1,528	\$12,051

Fiscal Impact: The changes in this resolution are reflected in the 2013 budget.

Respectfully submitted,
ADMINISTRATION COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Submitted by Human Resources.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

November 7, 2012

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION APPROVING NEW OR DELETED POSITIONS
DURING THE 2013 BUDGET PROCESS
(INFORMATION SERVICES)

WHEREAS, a New Position or Position Deletion Request was submitted by the Information Services Department during the 2013 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has evaluated the workload to support the new changes to the table of organization; and

WHEREAS, the Information Services Department recommends the addition of 2.00 FTE Extra Help positions. The cost will be offset by an equal reduction in the Temporary Help line item; and

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the Information Services table of organization be changed, adding 2.00 FTE Extra Help positions; requested through the 2013 budget process to be effective January 1, 2013.

Budget Impact

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Extra Help	2.00	Addition	\$49,920	\$7,081	\$57,001
Total 2013 Budget Impact (Information Services)			\$49,920	\$7,081	\$57,001

The cost is offset by an equal reduction in the Temporary Help line item.

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Fiscal Impact: The changes in this resolution are reflected in the 2013 budget.

Respectfully submitted,
ADMINISTRATION COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Submitted by Human Resources.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEESE	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KAJSTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

November 7, 2012

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION APPROVING NEW OR DELETED POSITIONS
DURING THE 2013 BUDGET PROCESS
(LIBRARY)

WHEREAS, a New Position or Position Deletion Request was submitted by the Library during the 2013 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has evaluated the workload to support the changes or has identified positions to be eliminated from the table of organization; and

WHEREAS, the Library recommends the deletion of (0.52) FTE Clerk and (0.23) FTE Clerk positions.

Clerk	(0.52)	Deletion
Clerk	(0.23)	Deletion

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, that the Library table of organization be changed, deleting (0.52) FTE Clerk and (0.23) FTE Clerk; requested through the 2013 budget process to be effective January 1, 2013.

Budget Impact

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Clerk	(0.52)	Deletion	\$(10,666)	\$(1,512)	\$(12,178)
Clerk	(0.23)	Deletion	\$(4,649)	\$(659)	\$(5,308)
Total 2013 Budget Impact (Library)			<u>\$(15,315)</u>	<u>\$(2,171)</u>	<u>\$(17,486)</u>

Fiscal Impact: The changes in this resolution are reflected in the 2013 budget.

Respectfully submitted,

EDUCATION & RECREATION COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Submitted by Human Resources.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

November 7, 2012

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION APPROVING NEW OR DELETED POSITIONS
DURING THE 2013 BUDGET PROCESS
(ZOO AND PARK MANAGEMENT)

WHEREAS, a New Position or Position Deletion Request was submitted by the Zoo and Park Management Department during the 2013 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has evaluated the workload to support the changes or has identified positions to be eliminated from the table of organization; and

WHEREAS, after a thorough review of the needs of the NEW Zoo, the Zoo and Park Management Department recommends the deletion (1.00) FTE Zoo Maintenance Supervisor and (1.50) FTE Zoo Maintenance Assistant LTE at the NEW Zoo; and

WHEREAS, the Zoo and Park Management Department recommends the addition of 1.00 FTE Facility Worker and 1.00 FTE Housekeeper at the NEW Zoo to maintain the required maintenance standards based on the Zoo's accreditation; and

WHEREAS, the Zoo and Park Management Department recommends the addition 0.60 FTE Seasonal Zoo Educator funded by additional revenue generated by offering additional programs at the new Education Building; and

WHEREAS, the Zoo and Park Management Department recommends the deletion of (0.50) FTE Clerk/Typist II in the Parks area.

NEW Zoo positions:

Zoo Maintenance Supervisor	(1.00)	Deletion
Zoo Maintenance Assistant LTE	(1.50)	Deletion
Facility Worker	1.00	Addition
Housekeeper	1.00	Addition
Seasonal Zoo Educator	0.60	Addition

Parks position:

Clerk/Typist II	(0.50)	Deletion
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NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, that the Zoo and Park Management table of organization be changed, deleting (1.00) FTE Zoo Maintenance Supervisor, (1.50) Zoo Maintenance Assistant LTE and (0.50) FTE Clerk/Typist II, and adding 1.00 FTE Facility Worker, 1.00 FTE Housekeeper and 0.60 FTE Seasonal Zoo Educator; requested through the 2013 budget process to be effective January 1, 2013.

Budget Impact

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
NEW Zoo:					
Zoo Maintenance Supervisor	(1.00)	Deletion	\$(40,650)	\$(5,999)	\$(46,649)
Zoo Maintenance Assistant LTE	(1.50)	Deletion	\$(30,420)	\$(4,202)	\$(34,622)
Facility Worker	1.00	Addition	\$ 36,993	\$ 5,460	\$ 42,453
Housekeeper	1.00	Addition	\$ 28,300	\$ 4,178	\$ 32,478
Seasonal Zoo Educator	0.60	Addition	\$ 10,850	\$ 1,601	\$ 12,451
Total 2013 Budget Impact (Zoo and Park Management – NEW Zoo)			<u>\$ 5,073</u>	<u>\$ 1,038</u>	<u>\$ 6,111</u>

This change is funded with NEW Zoo revenues.

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Parks:					
Clerk/Typist II	(0.50)	Deletion	\$(16,075)	\$(3,790)	\$(19,865)
Total 2013 Budget Impact (Zoo and Park Management – Parks)			<u>\$(16,075)</u>	<u>\$(3,790)</u>	<u>\$(19,865)</u>

Fiscal Impact: The changes in this resolution are reflected in the 2013 budget.

Respectfully submitted,
EDUCATION & RECREATION COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Submitted by Human Resources.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION APPROVING NEW OR DELETED POSITIONS
DURING THE 2013 BUDGET PROCESS
(AGING AND DISABILITY RESOURCE CENTER)

WHEREAS, a New Position or Position Deletion Request was submitted by the Aging and Disability Resource Center during the 2013 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has evaluated the workload to support the new changes and has identified positions to be eliminated from the table of organization; and

WHEREAS, the Aging and Disability Resource Center recommends the addition of the following fully funded positions: 0.13 FTE Prevention Specialist, 1.0 FTE Prevention Coordinator, 0.50 FTE Rural Outreach Coordinator, 0.03 FTE Caregiver Support Facilitator, 0.25 FTE Nutrition Outreach, 0.50 FTE Benefits Specialist – Disability, 0.04 FTE Dietician and 1.00 FTE Accountant Clerk; and

WHEREAS, should the funding be eliminated, the position will end and be eliminated from the Aging and Disability Resource Center table of organization; and

WHEREAS, the Aging and Disability Resource Center recommends the deletion of (0.50) FTE Nutrition Site Manager and (0.50) FTE Clerk II positions.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the Aging and Disability Resource Center table of organization be changed, adding the following fully funded positions: 0.13 FTE Prevention Specialist, 1.00 FTE Prevention Coordinator, 0.50 FTE Rural Outreach Coordinator, 0.03 FTE Caregiver Support Facilitator, 0.25 FTE Nutrition Outreach, 0.50 FTE Benefits Specialist – Disability, 0.04 FTE Dietician, 1.00 FTE Accountant Clerk and deleting (0.50) FTE Nutrition

Site Manager and (0.50) FTE Clerk II positions; requested through the 2013 budget process to be effective January 1, 2013.

BE IT FURTHER RESOLVED, should the funding be eliminated, the position will end and be eliminated from the Aging and Disability Resources Center table of organization.

Budget Impact

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Prevention Specialist	0.13	Addition	\$ 6,500	\$ 490	\$ 6,990
Prevention Coordinator	1.00	Addition	\$ 51,771	\$ 8,975	\$ 60,746
Rural Outreach Coordinator	0.50	Addition	\$ 19,074	\$ 3,320	\$ 22,394
Caregiver Support Facilitator	0.03	Addition	\$ 1,397	\$ 106	\$ 1,503
Nutrition Outreach	0.25	Addition	\$ 12,111	\$ 942	\$ 13,053
Benefits Specialist - Disability	0.50	Addition	\$ 25,553	\$ 962	\$ 26,515
Dietician	0.04	Addition	\$ 3,182	\$ 180	\$ 3,362
Accountant Clerk	1.00	Addition	\$ 37,606	\$ 4,776	\$ 42,382
Nutrition Site Manager	(0.50)	Deletion	\$(17,133)	\$(1,940)	\$(19,073)
Clerk II	(0.50)	Deletion	\$(15,533)	\$(7,593)	\$(23,126)
Total 2013 Budget Impact (Aging and Disability Resource Center)			<u>\$124,528</u>	<u>\$10,218</u>	<u>\$134,746</u>

These positions are fully funded.

Fiscal Impact: The changes in this resolution are reflected in the 2013 budget.

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Submitted by Human Resources.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEESE	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

November 7, 2012

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION APPROVING NEW OR DELETED POSITIONS
DURING THE 2013 BUDGET PROCESS
(HEALTH)

WHEREAS, a New Position or Position Deletion Request was submitted by the Health Department during the 2013 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has evaluated the workload to support the new changes and has identified positions to be eliminated from the table of organization; and

WHEREAS, the Health Department recommends the addition of 0.25 FTE Public Health Educator and the deletion of (0.10) FTE Public Health Educator positions due to changes in grant funding.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the Health Department table of organization be changed, adding 0.25 FTE Public Health Educator and deleting (0.10) FTE Public Health Educator; requested through the 2013 budget process to correspond with grant funding to be effective January 1, 2013.

Budget Impact

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Public Health Educator	0.25	Addition	\$ 11,559	\$ 1,657	\$ 13,216
Public Health Educator	(0.10)	Deletion	<u>\$ (4,761)</u>	<u>\$ (682)</u>	<u>\$ (5,443)</u>
Total 2013 Budget Impact (Health)			<u>\$ 6,798</u>	<u>\$ 975</u>	<u>\$ 7,773</u>

Fiscal Impact: The changes in this resolution are reflected in the 2013 budget.

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Submitted by Human Resources.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

November 7, 2012

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION APPROVING NEW OR DELETED POSITIONS
DURING THE 2013 BUDGET PROCESS
(HUMAN SERVICES – COMMUNITY PROGRAMS)

WHEREAS, a New Position or Position Deletion Request was submitted by the Human Services – Community Programs Department during the 2013 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has evaluated the workload to support the new changes to the table of organization; and

WHEREAS, the Human Services – Community Programs Department recommends the addition of 0.40 FTE Administrative Secretary to perform administrative duties currently handled by the Contract and Provider Relations Manager so this position can focus on improving overall vendor relations and vendor quality. This position would be maintained in Pay Grade 11 of the Administrative Classification and Compensation Plan; and

WHEREAS, the Human Services – Community Programs Department recommends the addition of 1.00 FTE Shelter Care Supervisor to provide adequate supervision levels as mandated by State licensing requirements. This position would be maintained in Pay Grade 18 of the Administrative Classification and Compensation Plan; and

WHEREAS, the Human Services – Community Programs Department recommends the addition of 0.60 FTE Shelter Care Worker position to provide adequate staffing levels as mandated by State licensing requirements; and

WHEREAS, the Human Services – Community Programs Department will begin administering the state mandated Wisconsin Home Energy Assistance Program (WHEAP) in 2013. This program is fully funded by the State of Wisconsin, Division of Energy Services. The Human Services – Community Programs Department recommends the addition of 4.00 FTE Economic Support Specialist positions to determine eligibility for WHEAP and Medical Assistance programs, as well as provide outreach activities, Crisis Emergency Services and Crisis Proactive Services as required by the WHEAP program; and

WHEREAS, with the implementation of FamilyCare in the 1st Quarter of 2014, the Human Services – Community Programs Department recommends the addition of 1.25 FTE Economic Support Specialist positions beginning in the 4th Quarter of 2013 to process customers on the long term care wait list into the long term care waiver program in preparation for FamilyCare. With the implementation of FamilyCare in 2014, the number of clients will increase and state timeframes to be met will be shorter. State and Federal funds will provide 75% of the funding for these positions; and

WHEREAS, the Human Services – Community Programs Department recommends the addition of 1.00 FTE Economic Support Supervisor to oversee proper administration of the WHEAP Program so fiscal penalties are not incurred. This position would be maintained in Pay Grade 17 of the Administrative Classification and Compensation Plan; and

WHEREAS, there has been a significant increase in the number of child abuse reports and referrals. Increased caseloads have made it difficult to manage state and federal mandates and may compromise children's safety. The Human Services – Community Programs Department recommends the addition of 3.00 FTE Social Worker/Case Manager positions in child protection services; and

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the Human Services – Community Programs Department table of organization be changed, adding 0.40 FTE Administrative Secretary in Pay Grade 11 of the Administrative Classification and Compensation Plan, 1.00 FTE Shelter Care Supervisor in Pay Grade 18 of the Administrative Classification and Compensation

Plan, 0.60 FTE Shelter Care Worker, 5.25 FTE Economic Support Specialist, 1.00 FTE Economic Support Supervisor in Pay Grade 17 of the Administrative Classification and Compensation Plan and 3.00 FTE Social Worker/Case Manager positions; requested through the 2013 budget process to be effective January 1, 2013.

Budget Impact

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Administrative Secretary	0.40	Addition	\$ 15,144	\$ 1,230	\$ 16,374
Shelter Care Supervisor	1.00	Addition	\$ 51,822	\$ 7,351	\$ 59,173
*Shelter Care Worker	0.60	Addition	\$ 22,221	\$ 2,202	\$ 24,423
Economic Support Specialist	5.25	Addition	\$193,800	\$27,491	\$221,291
Economic Support Supervisor	1.00	Addition	\$ 49,030	\$ 6,956	\$ 55,986
Social Worker/Case Manager	3.00	Addition	\$179,977	\$25,530	\$205,507

Total 2013 Budget Impact

Human Services - Community Programs

\$511,994	\$70,760	\$582,754
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The Economic Support Specialist positions for the WHEAP program are funded with state funds from the Division of Energy Services. The Economic Support Specialist positions for the FamilyCare program are funded with state and federal dollars.

*The 0.6 FTE increase reflects the net difference of 1.8 FTE increase combined with a decrease in on-call staff time equivalent to 1.2 FTE.

Fiscal Impact: The changes in this resolution are reflected in the 2013 budget.

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Submitted by Human Resources.

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BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

November 7, 2012

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION APPROVING NEW OR DELETED POSITIONS
DURING THE 2013 BUDGET PROCESS
(HUMAN SERVICES – COMMUNITY TREATMENT CENTER)

WHEREAS, a New Position or Position Deletion Request was submitted by the Human Services – Community Treatment Center during the 2013 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has evaluated the workload to support the new changes and has identified positions to be eliminated from the table of organization; and

WHEREAS, the Human Services – Community Treatment Center recommends the addition of 1.40 FTE Nursing Assistant positions to staff the night shift for safety reasons in high census situations; and

WHEREAS, the Human Services – Community Treatment Center recommends the deletion of (.50) FTE Clerk II position.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the Human Services – Community Treatment Center table of organization be changed, adding 1.40 FTE Nursing Assistant and deleting (0.50) FTE Clerk II positions; requested through the 2013 budget process to be effective January 1, 2013.

Budget Impact

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Nursing Assistant	1.40	Addition	\$ 50,221	\$ 7,123	\$ 57,344
Clerk II	(0.50)	Deletion	\$(16,822)	\$(2,386)	\$(19,208)
Total 2013 Budget Impact (Human Services – Community Treatment Center)			<u>\$33,399</u>	<u>\$ 4,737</u>	<u>\$ 38,136</u>

Fiscal Impact: The changes in this resolution are reflected in the 2013 budget.

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE
Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Submitted by Human Resources.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

November 7, 2012

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION APPROVING NEW OR DELETED POSITIONS
DURING THE 2013 BUDGET PROCESS
(AIRPORT)

WHEREAS, a New Position or Position Deletion Request was submitted by the Airport during the 2013 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has evaluated the workload to support the changes or has identified positions to be eliminated from the table of organization; and

WHEREAS, a comprehensive cost study was conducted at the Airport which determined it would be more cost effective to contract the cleaning services at the Airport; and

WHEREAS, an RFP has been issued for cleaning services at the Airport; and

WHEREAS, the Airport recommends the deletion of (7.00) FTE Utility Worker positions.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, that the Airport table of organization be changed, deleting (7.00) FTE Utility Worker positions; requested through the 2013 budget process to be effective January 1, 2013.

Budget Impact

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Utility Worker	(7.00)	Deletion	<u>\$(278,729)</u>	<u>\$(38,505)</u>	<u>\$(317,234)</u>
Total 2013 Budget Impact (Airport)			<u>\$(278,729)</u>	<u>\$(38,505)</u>	<u>\$(317,234)</u>

Fiscal Impact: The changes in this resolution are reflected in the 2013 budget.

Respectfully submitted,

PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Submitted by Human Resources.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEESE	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION APPROVING NEW OR DELETED POSITIONS
DURING THE 2013 BUDGET PROCESS
(PLANNING AND LAND SERVICES)

WHEREAS, a New Position or Position Deletion Request was submitted by the Planning and Land Services Department during the 2013 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has evaluated the workload to support the changes to the table of organization; and

WHEREAS, after a thorough review of the needs of the Planning and Land Services Department and the customers they serve it was determined that the addition of 1.00 FTE Geographic Information System (GIS) Technician is needed to keep the GIS data current, to provide training and custom maps, and to develop new GIS applications to further benefit the users of the system; and

WHEREAS, the GIS Technician position will be fully funded with Land Information Program revenues. If revenues become insufficient, the position will end and be eliminated from the Planning and Land Services table of organization; and

WHEREAS, the Wisconsin Department of Administration – Division of Housing is moving the Community Development Block Grant (CDBG) Housing Program from the state level to a 10-county consortium program which Brown County will lead; and

WHEREAS, this program will be funded 100% by the State of Wisconsin with U.S. Housing and Urban Development Department funds; and

WHEREAS, the Planning and Land Services Department recommends the addition of a grant funded 1.00 FTE Planner I – Housing to administer the county consortium CDGB Housing Program; and

WHEREAS, a grant will provide 100% funding of the salary and fringe benefits for a 1.00 FTE Planner I – Housing. Should the funding be eliminated, the position will end and be eliminated from the Planning and Land Services table of organization; and

WHEREAS, the Planning and Land Services Department recommends the addition of 1.00 FTE GIS Technician and 1.00 FTE Planner I – Housing positions; and

WHEREAS, the GIS Technician and Planner I – Housing positions will be maintained in Pay Grade 15 of the Administrative Classification and Compensation Plan.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, that the Planning and Land Services Department table of organization be changed, adding 1.00 FTE GIS Technician in Pay Grade 15 of the Administrative Classification and Compensation Plan and 1.00 FTE Planner I – Housing in Pay Grade 15 of the Administrative Classification and Compensation Plan; requested through the 2013 budget process to be effective January 1, 2013.

BE IT FURTHER RESOLVED, that the GIS Technician position will be fully funded by Land Information Program revenues. If revenues become insufficient, the position will end and be eliminated from the Planning and Land Services table of organization.

BE IT FURTHER RESOLVED, that the Planner I – Housing position is 100% grant funded for salary and fringe benefits. Should the funding be eliminated, the position will end and be eliminated from the Planning and Land Services table of organization.

Budget Impact

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
GIS Technician	1.00	Addition	\$43,443	\$ 25,151	\$68,594
Planner I – Housing	1.00	Addition	\$43,443	\$ 25,151	\$68,594
Total 2013 Budget Impact (Planning and Land Services)			\$86,886	\$50,302	\$137,188

These positions are fully funded by program revenues or a grant.

The changes in this resolution are reflected in the 2013 budget.

Respectfully submitted,

PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Submitted by Human Resources.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

November 7, 2012

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION APPROVING NEW OR DELETED POSITIONS
DURING THE 2013 BUDGET PROCESS
(PUBLIC WORKS)

WHEREAS, a New Position or Position Deletion Request was submitted by the Public Works Department during the 2013 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has evaluated the workload to support the changes or has identified positions to be eliminated from the table of organization; and

WHEREAS, the Public Works Department recommends the following table of organization changes to change the FTE percentage of the Public Works Director and Office Manager I in the Highway and Facility Management areas. The Public Works Department recommends the addition 0.15 FTE Public Works Director and deletion of (0.25) FTE Office Manager I in the Highway area and the deletion of (0.15) FTE Public Works Director and addition of 0.25 FTE Office Manager I in the Facility Management area; and

WHEREAS, the Public Works Department recommends the following table of organization change to Highway positions: the deletion of (1.00) FTE Highway Superintendent; and

WHEREAS, the Public Works Department recommends the following table of organization changes to Facility Management positions: the deletion of (1.00) FTE Garage Mechanic, (1.00) FTE Facilities Systems Operator, (0.94) FTE Facility Manager; and

WHEREAS, the Public Works Department reviewed the needs of the Facility Management area and recommends the addition of 1.00 FTE Electrician to primarily service County facilities and to serve as backup for the Highway Electrician.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, that the Highway positions in the Public Works Department table of organization be changed, adding 0.15 FTE Public Works Director and deleting (1.00) FTE Highway Superintendent and (0.25) FTE Office Manager I positions; requested through the 2013 budget process to be effective January 1, 2013.

BE IT FURTHER RESOLVED, that the Facility Management positions in the Public Works Department table of organization be changed, deleting (0.15) FTE Public Works Director, (1.00) FTE Garage Mechanic, (1.00) FTE Facilities Systems Operator, (0.94) FTE Facility Manager and adding 1.00 FTE Electrician and 0.25 FTE Office Manager I; requested through the 2013 budget process to be effective January 1, 2013.

Budget Impact

Public Works – Highway positions:

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Public Works Director	0.15	Addition	\$ 12,960	\$ 1,800	\$ 14,760
Highway Superintendent	(1.00)	Deletion	\$(68,445)	\$(9,657)	\$(78,102)
Office Manager I	(0.25)	Deletion	\$(7,921)	\$(1,020)	\$(8,941)
Total 2013 Budget Impact (Public Works - Highway)			<u>\$(63,406)</u>	<u>\$(8,877)</u>	<u>\$(72,283)</u>

Public Works – Facility Management positions:

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Public Works Director	(0.15)	Deletion	\$(12,960)	\$(1,800)	\$(14,760)
Electrician	1.00	Addition	\$ 63,291	\$ 8,978	\$ 72,269
Garage Mechanic	(1.00)	Deletion	\$(47,659)	\$(8,326)	\$(55,985)
Facilities Systems Operator	(1.00)	Deletion	\$(44,708)	\$(12,342)	\$(57,050)
Facility Manager	(0.94)	Deletion	\$(51,334)	\$(7,280)	\$(58,614)
Office Manager I	0.25	Addition	\$ 7,921	\$ 1,020	\$ 8,941
Total 2013 Budget Impact (Public Works – Facility Management)			<u>\$(85,449)</u>	<u>\$(19,750)</u>	<u>\$(105,199)</u>

Fiscal Impact: The changes in this resolution are reflected in the 2013 budget.

Respectfully submitted,

PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Submitted by Human Resources.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

November 7, 2012

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION APPROVING NEW OR DELETED POSITIONS
DURING THE 2013 BUDGET PROCESS
(U.W. EXTENSION)

WHEREAS, a New Position or Position Deletion Request was submitted by the U.W. Extension office during the 2013 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has evaluated the workload to support the changes or has identified positions to be eliminated from the table of organization; and

WHEREAS, the U.W. Extension office recommends the deletion of (0.55) FTE Secretary II, (0.13) FTE Fruit & Vegetable Coordinator, (0.23) FTE Healthy Lifestyle Youth Educator, (0.37) FTE Marketing Coordinator – LTE, (0.20) 4-H Program Assistant, (0.26) FTE Community Garden Coordinator and (0.30) FTE Education Coordinator due to loss of funding; and

WHEREAS, the U.W. Extension office will receive funding for a new program in 2013 titled Field Investigations, Environmental Learning, Decision-Making by Students (FIELDS); and

WHEREAS, the U.W. Extension office recommends the addition of 0.25 FTE FIELDS Director to develop and implement the program and 0.10 FTE Communications and Media Specialist to develop, implement and maintain a media and communication plan to promote the mission of FIELDS and oversee the day-to-day management of the program; and

WHEREAS, the FIELDS Director and Communications and Media Specialist positions are grant funded. Should the funding be eliminated, the positions will end and be eliminated from the U.W.

Extension table of organization; and

WHEREAS, due to increased funding received from donors and an endowment, the U.W. Extension office recommends the addition of 0.22 FTE Invasive Species Aid. Should the funding be eliminated, the position will end and be eliminated from the U.W. Extension table of organization.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, that the U.W. Extension table of organization be changed, adding 0.10 FTE Communications and Media Specialist, 0.25 FTE FIELDS Director and 0.22 FTE Invasive Species Aide and deleting (0.55) FTE Secretary II, (0.13) FTE Fruit & Vegetable Coordinator, (0.23) FTE Healthy Lifestyle Youth Educator, (0.37) Marketing Coordinator – LTE, (0.20) FTE 4-H Program Assistant, (0.26) Community Garden Coordinator, and (0.30) Education Coordinator positions; requested through the 2013 budget process to be effective January 1, 2013.

BE IT FURTHER RESOLVED, should the funding be eliminated, the positions will end and be eliminated from the U.W. Extension table of organization.

Budget Impact

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Secretary II	(0.55)	Deletion	\$(4,247)	\$(705)	\$(4,952)
Communications and Media Specialist	0.10	Addition	\$ 6,001	\$ 441	\$ 6,442
FIELDS Director	0.25	Addition	\$ 15,002	\$ 1,103	\$ 16,105
Fruit & Vegetable Coordinator	(0.13)	Deletion	\$(3,752)	\$(298)	\$(4,050)
Healthy Lifestyle Youth Educator	(0.23)	Deletion	\$(7,529)	\$(597)	\$(8,126)
Marketing Coordinator – LTE	(0.37)	Deletion	\$(7,783)	\$(617)	\$(8,400)
Invasive Species Aide	0.22	Addition	\$ 3,852	\$ 311	\$ 4,163
4-H Program Assistant	(0.20)	Deletion	\$(4,336)	\$(344)	\$(4,680)
Community Garden Coordinator	(0.26)	Deletion	\$(6,750)	\$(496)	\$(7,246)
Education Coordinator	(0.30)	Deletion	\$(8,672)	\$(688)	\$(9,360)
Total 2013 Budget Impact (U.W. Extension)			<u>\$(18,214)</u>	<u>\$(1,890)</u>	<u>\$(20,104)</u>

Added positions are fully grant funded.

Fiscal Impact: The changes in this resolution are reflected in the 2013 budget.

Respectfully submitted,

PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Submitted by Human Resources.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEESE	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR	DIST #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

November 7, 2012

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION APPROVING NEW OR DELETED POSITIONS
DURING THE 2013 BUDGET PROCESS
(LAND AND WATER CONSERVATION)

WHEREAS, a New Position or Position Deletion Request was submitted by the Land and Water Conservation Department during the 2013 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has evaluated the workload to support the changes or has identified positions to be eliminated from the table of organization; and

WHEREAS, the Land and Water Conservation Department recommends the deletion of (2.00) FTE Technician LTE positions that were created for the duration of a grant and the grant has ended.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, that the Land and Water Conservation table of organization be changed, deleting (2.00) FTE Technician LTE positions; requested through the 2013 budget process to be effective January 1, 2013.

Budget Impact

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Technician LTE	(2.00)	Deletion	<u>\$(92,477)</u>	<u>\$(13,113)</u>	<u>\$(105,590)</u>
Total 2013 Budget Impact (Land and Water Conservation)			<u>\$(92,477)</u>	<u>\$(13,113)</u>	<u>\$(105,590)</u>

Fiscal Impact: The changes in this resolution are reflected in the 2013 budget.

Respectfully submitted,

PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Submitted by Human Resources.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEESE	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

November 7, 2012

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION APPROVING NEW OR DELETED POSITIONS
DURING THE 2013 BUDGET PROCESS
(SHERIFF'S DEPARTMENT)

WHEREAS, a New Position or Position Deletion Request was submitted by the Sheriff's Department during the 2013 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has evaluated the workload to support the new changes and has identified positions to be eliminated from the table of organization; and

WHEREAS, the Sheriff's Department recommends the deletion of (2.00) FTE Correction Officers and (1.00) FTE Sergeant positions.

Correction Officer	(2.0)	Deletion
Sergeant	(1.0)	Deletion

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, that the Sheriff's Department table of organization be changed, deleting (2.0) FTE Correction Officers and (1.0) FTE Sergeant; requested through the 2013 budget process to be effective January 1, 2013.

Budget Impact

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Correction Officer	(2.0)	Deletion	\$(91,765)	\$(15,405)	\$(111,170)
Sergeant	(1.0)	Deletion	\$(67,775)	\$(34,797)	\$(102,572)
Total 2013 Budget Impact (Sheriff's Department)			<u>\$(159,540)</u>	<u>\$(54,202)</u>	<u>\$(213,742)</u>

Fiscal Impact: This resolution does not require an appropriation from the General Fund because the changes are reflected in the 2013 budget.

Respectfully submitted,
PUBLIC SAFETY COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Submitted by Human Resources.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEESE	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

GARY A. WICKERT, S.C.
Attorney and Counselor at Law
801 E. WALNUT • P.O. BOX 1656
GREEN BAY, WISCONSIN 54305

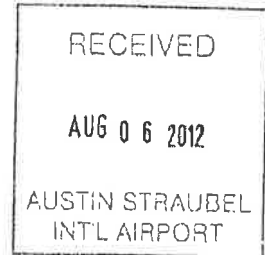
Gary A. Wickert

Telephone (920) 433-9425

Fax (920) 432-9188
wicklaw@gbonline.com

July 31, 2012

Brown County Airport
P.O. Box 23600
Green Bay WI 54305-3600

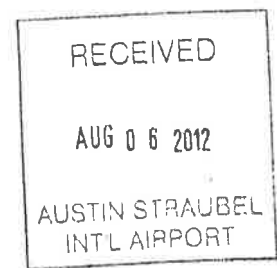


Re: General Matters
Our File No. 12 W 27

STATEMENT

<u>DATE</u>	<u>FOR SERVICES RENDERED:</u>	<u>HOURS</u>
7/5	Begin review of RFP re: parking management	1.50
7/9	Phone conference with Sue Bertrand; Complete initial review of RFP parking management agreement;	2.35
	Meeting with Sue at Airport re: RFP parking management	3.50
7/10	Phone conference with Sue ; Conference with Sue re: review and revise parking management agreement	.15 4.00
7/11	Prepare revised paragraphs for management agreement; Letter to Sue Bertrand; Letter from Sue;	1.00 .10
	Phone conference with Tom and Sue re: parking RPF, etc.	.60
7/13	Review RFP parking management agreement; Phone conference with Sue Bertrand	3.00
7/16	Phone conference with Sue Bertrand re: revise (final) RFP re: parking; Meeting at Airport re: JetAir;	.50 2.50
	Begin revisions to JetAir lease	.50
7/17	Revise JetAir lease; Letter to Tom Miller; Letter to Tom Rohan;	.85 .20
	Phone conference with Tom and Sue	
7/18	Phone conference with Sue Bertrand; Revise JetAir agreement;	.30
	Phone conference with Tom Miller re: Wingate;	.40
	Review Wingate lease	.40
7/19	Review Assignment re; Wingate; Phone conference with Tom Miller;	.50
	Phone conference with Tom, et al., re: easement/ license for Net Lec	.40

Page Two
July 31, 2012



7/23	Review RFP and contracts -- other jurisdictions	
	re: terminal;	1.25
	Meeting at Airport with Tom, Sue, John, and	
	Rick re: terminal.	<u>3.50</u>
	TOTAL HOURS:	27.50

27.50 HOURS @ \$270.00 PER HOUR = \$7,425.00

AMOUNT DUE ON ACCOUNT: \$7,425.00

Thank you.
GAW:prn

A handwritten signature in dark ink, appearing to be "Tmm".

STATEMENT

LIEBMANN, CONWAY, OLEJNICZAK & JERRY, S.C.
ATTORNEYS & COUNSELORS AT LAW
P.O. Box 23200
Green Bay, WI 54305-3200
PHONE 920-437-0476
FAX 920-437-2868



CHUCK LAMINE
BROWN COUNTY ECONOMIC DEVELOPMENT
305 E. WALNUT STREET, 5TH FLOOR
P O BOX 23600
GREEN BAY WI 54305-3600

Page: 1
09/30/2012
ACCOUNT NO: 671209-078M
STATEMENT NO: 2

PLEASE RETURN THIS PORTION WITH PAYMENT

REVOLVING LOAN FUND COMMITTEE - GENERAL

		HOURS	
09/24/2012			
MMM	CONFERENCE WITH CLIENT RE: ASHWAUBENON CREEK, LLC LOAN; REVIEW E-MAIL FROM CHUCK LAMINE WITH COPIES OF PROMISSORY NOTES AND OTHER DOCUMENTS; RESEARCH STATUS OF FORECLOSURE ACTION ON CCAP; CHECK BANKRUPTCY FILING OF ALL PERSONAL GUARANTORS; RESEARCH POTENTIAL CONFLICT WITH ASHWAUBENON CREEK, LLC (NO CHARGE FOR CONFLICT RESEARCH).	1.80	
MMM	CONFERENCE WITH CLIENT RE: PLASTICS COMPOSITES, INC. UCC-1 FILING AND COLLATERAL SEIZED BY LANDLORD.	0.30	
09/26/2012			
MMM	RESEARCH STATUS OF SHERIFF SALE OF REAL ESTATE OWNED BY ASHWAUBENON CREEK AND REVIEW MONEY JUDGMENT; E-MAIL TO CLIENT WITH UPDATE ON SALE OF REAL ESTATE AND NO FURTHER WORK ON FILE DUE TO CONFLICT.	0.50	
MMM	PREPARE CONFLICT LETTER TO BMO HARRIS BANK RE: PCI MATTER (.4 NO CHARGE)		(N/C)
	FOR CURRENT SERVICES RENDERED	2.60	637.00
	TOTAL CURRENT WORK		637.00
	BALANCE DUE		<u>\$637.00</u>

BALANCE DUE ON RECEIPT OF THIS STATEMENT.
ACCOUNTS NOT PAID WITHIN 30 DAYS WILL BEAR INTEREST AT LEGAL RATE.
LIEBMANN, CONWAY, OLEJNICZAK & JERRY, S.C.
FED I.D. # 39-1254187

20

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES
C/O KAY LENZEN
305 EAST WALNUT STREET
GREEN BAY WI 54301

Page: 1
August 31, 2012
Account No: 2647M

Correction Officers	\$30.00
CTC	\$0.00
Sheriff's Dept.	\$4,875.00
Public Works	\$0.00
	<hr/>
	<u>\$4,905.00</u>

Interest accrues at the rate of 1% per month on all balances over 30 days.

20

Page: 1

BROWN COUNTY HUMAN RESOURCES
C/O KAY LENZEN
305 EAST WALNUT STREET
GREEN BAY WI 54301

August 31, 2012

Account No: 2647-0M
Statement No: 5242

Correction Officers

Previous Balance *Per ck #35424 for \$3100.50* \$30.00

Balance Due \$30.00

Account No: 2647-3M
Statement No: 5242

CTC

Previous Balance \$351.00

08/03/12 Less Payment Received -351.00

Balance Due \$0.00

Account No: 2647-4M
Statement No: 5242

Sheriff's Dept.

Previous Balance \$5,070.00

	Hours	
Attention to Letter from Court Reporter	0.20	39.00

20

BROWN COUNTY HUMAN RESOURCES

Sheriff's Dept.

Page: 2

August 31, 2012

Account No: 2647-4M

Statement No: 5242

	Hours	
Attention to Letter from WERC	0.20	39.00
Letter to Lynn V	0.20	39.00
Attention to Letter from Attorney Lacy	0.20	39.00
Attention to Letter from Attorney Cermele	0.20	39.00
Attention to Letter from Attorney Cermele	0.20	39.00
Attention to Letter from Attorney Hawks	0.20	39.00
Attention to Letter from Attorney Lacy	0.20	39.00
Attention to Letter from Attorney Hawks	0.20	39.00
Attention to Letter from Court Reporter	0.20	39.00
Letter to Attorney Cermele	0.20	39.00
Attention to Letter from Attorney Cermele	0.20	39.00
Letter to Attorney Cermele	0.20	39.00
Review of Beaudry Deposition	1.50	292.50
Letter to Brent	0.20	39.00
Attention to Letter from Attorney Hawks	0.20	39.00
Review of Klausner Deposition	2.00	390.00
For Current Services Rendered	6.50	1,267.50
Total Current Work —		1,267.50
08/03/12 Less Payment Received		-721.50
08/31/12 Less Payment Received		-741.00
Payments thru 08/31/12		-1,462.50

BROWN COUNTY HUMAN RESOURCES

Sheriff's Dept.

Page: 3

August 31, 2012

Account No: 2647-4M

Statement No: 5242

Balance Due	\$4,875.00
-------------	------------

Account No:	2647-6M
Statement No:	5242

Public Works

Previous Balance	\$156.00
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08/03/12 Less Payment Received	-156.00
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Balance Due	\$0.00
-------------	--------

Total Balance Due	\$4,905.00
-------------------	------------

Interest accrues at the rate of 1% per month on all balances over 30 days.

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES
C/O KAY LENZEN
305 EAST WALNUT STREET
GREEN BAY WI 54301

Page: 1
September 30, 2012
Account No: 2647M

Correction Officers

\$30.00

Sheriff's Dept.

\$5,187.00

\$5,217.00

Interest accrues at the rate of 1% per month on all balances over 30 days.

20

BROWN COUNTY HUMAN RESOURCES
C/O KAY LENZEN
305 EAST WALNUT STREET
GREEN BAY WI 54301

Page: 1
September 30, 2012
Account No: 2647-0M
Statement No: 5290

Correction Officers

Previous Balance *pd. ck #35424 for \$3,100.50* \$30.00

Balance Due *pd.* \$30.00

Account No: 2647-4M
Statement No: 5290

Sheriff's Dept.

Previous Balance

*pd. 3607.50
Aug bal due \$1,267.50
\$4,875.00*

	Hours	
Attention to Letter from Attorney Cermele	0.20	39.00
Review of Motion for Summary Judgment	0.20	39.00
Review of Union Brief	0.60	117.00

Drafting of Substitution	0.40	78.00
Letter to Attorney Ruenzel	0.20	39.00

For Current Services Rendered	1.60	312.00
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Total Current Work		<u>312.00</u>
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Balance Due \$5,187.00

Total Balance Due \$5,217.00

Interest accrues at the rate of 1% per month on all balances over 30 days.

November 7, 2012

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION AUTHORIZING BROWN COUNTY'S PURCHASING DEPARTMENT
TO ENTER INTO AN AGREEMENT WITH SCHENCK, SC FOR CERTAIN
AUDITING SERVICES SET FORTH IN BROWN COUNTY REQUEST FOR
PROPOSAL, PROJECT # 1645, POSTED SEPTEMBER 20, 2012**

WHEREAS, pursuant to Wisconsin Statutes and Administrative Rules, counties, such as Brown County ("County"), with populations in excess of 25,000, must submit audited financial statements by July 31 of each year; and

WHEREAS, in 2007, the County entered into an auditing services contract with Schenck, SC for purposes of adhering to the above-referenced provisions; and

WHEREAS, on September 30, 2012, said contract between the County and Schenck, SC expired, resulting in a recommendation on September 7, 2012 from Internal Auditor, Dan Process, to the Executive Committee that the County submit a formal Request for Proposals from Accounting firms to conduct the County's annual audit for the next three years with an optional two year extension ("Recommendation"); and

WHEREAS, on September 10, 2012, the Recommendation was presented to the Executive Committee for consideration and approval, the Recommendation of which included the Request for Proposals (RFP) for Auditing Services – Project # 1645 that is attached hereto and incorporated herein by reference ("RFP for Auditing Services"); and

WHEREAS, during its September 10, 2012 Meeting, the Executive Committee unanimously approved the Recommendation and RFP for Auditing Services, the Minutes of which were approved by the Brown County Board of Supervisors on September 19, 2012; and

22a

WHEREAS, on September 21, 2012, the RFP for Auditing Services was posted, as well as distributed to specific vendors; and

WHEREAS, on October 12, 2012 responses to the RFP for Auditing Services were submitted by Baker Tilly, Schenck, SC and Clifton Larson Allen, LLP, and, following the selection process more fully set forth in the letter u/d/o October 24, 2012 from Dan Process to the Executive Committee, a copy of which is attached hereto as incorporated herein by reference, Schenck, SC received the highest consensus score; and

WHEREAS, as a result thereof, Internal Auditor, Dan Process, is now recommending that the RFP for Auditing Services be awarded to Schenck, SC and the contract relating thereto be entered into between the County and Schenck, SC, for the next three (3) years, with the option of two (2) additional one (1) year extensions, the total five (5) year projected cost of which equals \$386,800.00.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that it hereby authorizes the County to award the RFP for Auditing Services to Schenck, SC, and to enter into the contract related thereto with Schenck, SC on the terms and conditions set forth in the RFP for Auditing Service for the next three (3) years, with the option of two (2) additional one (1) year extensions, at a five (5) year projected cost totaling \$386,800.00.

Respectfully submitted,

PURCHASING DEPARTMENT

EXECUTIVE COMMITTEE

Approved by:

COUNTY EXECUTIVE

Date Signed: _____

Final Draft Approved by Corporation Counsel

Fiscal Note: This Resolution does not require an appropriation from the general fund. It is already budgeted for 2012 and is included in the 2013 budget.

Audit Year End 12/31/12	Audit Year End 12/31/13	Audit Year End 12/31/14	Audit Year end 12/31/15 (Optional)	Audit Year End 12/31/16 (Optional)	5 Year Total
\$75,100	\$76,200	\$77,300	\$78,500	\$79,700	\$386,800

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEESE	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4014 FAX (920) 448-6221

E-mail: process_dj@co.brown.wi.us

DAN J. PROCESS
INTERNAL AUDITOR

To: Executive Committee

From: Dan Process, Internal Auditor *DP*

Date: October 24, 2012

Re: Auditing Services Contract / Request for Proposal (RFP – Project #1645)

Brown County's most recent contract for auditing services expired on September 30, 2012. In accordance with Procurement Policy A-5, a formal RFP process was executed to solicit proposals from Accounting firms to conduct Brown County's annual audit for the next three years with an optional two year extension.

In conjunction with this process, a Selection/Scoring Team was formed to review and evaluate all proposals received. Team make-up was as follows:

Team Member	Title	Department
Cheryl Corbeille*	Purchasing Manager	Administration
Carolyn Maricque	Finance Director	Administration
Mary Wolske	Senior Accountant	Administration
Tim Schmitt	Finance Manager	Human Services
Tom Lund	Supervisor	County Board
Dan Process	Internal Auditor	County Board

*Facilitator

Based on the RFP executed, a total of three (3) vendors submitted proposals for consideration; Schenck SC, Baker Tilly and Clifton Larson Allen LLP.

Proposals were evaluated independently by each team member and assigned a score between 1 and 10 on each of the following attributes; thoroughness of proposal submitted, expertise and experience, audit approach and third party reference checks. A consensus or group meeting was then held to share the results and factor in the pricing. Based on the scoring results, Schenck SC received the highest ranking.

On behalf of the Selection/Scoring Team, I am recommending that the Auditing Services Contract (RFP – Project #1645) be awarded to Schenck SC for the next three (3) years with the option of two (2) additional one (1) year extensions. The cost associated with this contract is as follows.

Audit Year 2012	Audit Year 2013	Audit Year 2014	Audit Year 2015 (Optional)	Audit Year 2016 (Optional)	5 Year Projected Cost
\$ 75,100	\$ 76,200	\$ 77,300	\$ 78,500	\$ 79,700	\$ 386,800

Documentation to support the Selection/Scoring Team's decision is available upon request.

22a

November 7, 2012

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION
HUMAN SERVICES
ELECTRONIC MEDICAL RECORDS (EMR) NURSE COORDINATOR

WHEREAS, the Human Services Department currently has a vacant 1.0 FTE Quality Management Coordinator position; and

WHEREAS, Human Resources in conjunction with Human Services have evaluated the position and the current needs of the department; and

WHEREAS, it was determined that the implementation of the Electronic Medical Records (EMR) project has created a need for on-going clinical support of the EMR System to supervise staff regarding the clinical reporting process to the insurance companies for billing purposes and to train and supervise medical/clinical staff for EMR clinical accuracy; and

WHEREAS, Human Resources in conjunction with the Human Services Department recommend unfunding 1.0 FTE Quality Management Coordinator position in the Community Programs Division and the creation of 1.0 FTE Electronic Medical Records (EMR) Nurse Coordinator position in the Community Treatment Center Division of Human Services Table of Organization; and

WHEREAS, it is further recommended that the EMR Nurse Coordinator position be maintained in Pay Grade 19, Step 6 of the Administrative Classification and Compensation Plan.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, to unfund 1.0 FTE Quality Management Coordinator and the creation of 1.0 FTE Electronic

Medical Records (EMR) Nurse Coordinator position in the Human Services Table of Organization.

BE IT FURTHER RESOLVED, the EMR Nurse Coordinator position be maintained in Pay Grade 19, Step 6 of the Administrative Classification and Compensation Plan.

2012 Partial Budget Impact (10/1/12 – 12/31/12):

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Unfund</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Quality Management Coordinator	1.0	Unfund	\$(8,187)	\$(4,806)	\$(12,993)
EMR Nurse Coordinator	1.0	Addition	\$ 9,690	\$ 5,022	\$ 14,712
2012 Partial Budget Impact			<u>\$ 1,503</u>	<u>\$ 216</u>	<u>\$ 1,719</u>

2012 Annualized Budget Impact:

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Unfund</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Quality Management Coordinator	1.0	Unfund	\$(32,748)	\$(19,224)	\$(51,972)
EMR Nurse Coordinator	1.0	Addition	\$ 38,760	\$ 20,088	\$ 58,848
2012 Annualized Budget Impact			<u>\$ 6,012</u>	<u>\$ 864</u>	<u>\$ 6,876</u>

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Submitted by Human Resources.

Fiscal Impact: This resolution does not require an appropriation from the General Fund for the 2012 budget due to the un-funding of a position and a position vacancy savings. The 2013 budget reflects the recommended changes to the Table of Organization.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAFFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



LYNN VANDEN LANGENBERG

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

INTERIM HUMAN RESOURCES MANAGER

To: Lynn Vanden Langenberg, Interim Human Resources Manager
From: Lynn Fuss, Human Resources Analyst
Date: September 18, 2012
RE: Human Services Community Programs Table of Organization Change
(EMR Nurse Coordinator)

The Human Services Financial Services Supervisor submitted a request to Human Resources to assist with the review of unfunding the vacant Quality Management Coordinator position and the creation of an EMR Nurse Coordinator position. The current table of organization for the Human Services Community Program Division includes:

A 1.0 FTE Quality Management Coordinator that has been vacant since November, 2010. At this time Human Services wishes to unfund this position. The Quality Management Coordinator coordinates the data collection, consumer feedback and quality management functions of the Human Services Department (HSD). This position requires a Bachelor's Degree in Business Administration, Psychology, Organizational Development or similar field; and 2 years of successful senior-level management experience in Quality Management and a valid Wisconsin Driver's License.

The 1.0 FTE EMR Nurse Coordinator supervises staff regarding the clinical reporting process to the insurance companies for billing purposes in Nicolet Psychiatric Hospital. Supervises and trains the medical/clinical staff for EMR clinical accuracy. This position also coordinates administrative detail for Nicolet and Bayshore Village including form/report development and monitoring.

Requirements for this position include a Registered Nurse with three or more years of clinical/medical experience in a hospital setting or a Master's Prepared Social Worker with three or more years of clinical/medical experience in a human services field with the necessary skills or abilities to do the job. Qualified candidates will be either a Registered Nurse licensed by the State of Wisconsin with a Bachelor's Degree in Nursing or Business, or a Master's Degree Social Worker licensed by the State of Wisconsin.

The implementation of the Electronic Medical Records (EMR) project created a need for a clinical administrator to set-up, maintain, and provide on-going support for the EMR system. The EMR project implementation is rapidly coming to a close and the project implementation team will be moving back to their previous positions with the organization. There will be a need for on-going clinical support of the EMR once implementation is completed.

Recommendation:

Human Resources in conjunction with the Financial Supervisor reviewed the current position description and evaluated the job needs of the area. It was determined that the department will unfund the 1.0 FTE Quality Management Coordinator position in the Community Programs budget.

Therefore, the following changes are recommended to the Human Services Department Table of Organization: Unfund 1.00 FTE Quality Management Coordinator position and add 1.00 FTE EMR Nurse Coordinator position.

**2012 Fiscal Impact Salary and Fringe Benefits
(Prorated for remaining 3 months of 2012):**

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Unfund</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Quality Management Coordinator	1.0	Unfund	(\$8,187)	(\$4,806)	(\$12,993)
EMR Nurse Coordinator	1.0	1.0	\$9,690	\$5,022	\$14,712
Total Fiscal Impact			<u>\$1,503</u>	<u>\$ 216</u>	<u>\$1,719</u>

November 7, 2012

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION
HUMAN SERVICES
DELETE TERMINAL OPERATOR I
ADD ECONOMIC SUPPORT SPECIALIST II

WHEREAS, the Human Services Department submitted a request to Human Resources to review the Terminal Operation I vacancy as well as the needs of the department; and

WHEREAS, there are currently 3.0 FTE Terminal Operator I positions in the Human Services Table of Organization of which 1.0 FTE is vacant and 1.0 FTE is unfunded; and

WHEREAS, the Terminal Operator I enters data from complex input forms and verifies the accuracy; follows complex procedures and instructions in the processing of data and terminal operation; and

WHEREAS, there are currently 37.0 FTE Economic Support Specialist II positions in the Human Services Table of Organization that determine eligibility for all Economic Support programs including Medicaid, BadgerCare Plus, FoodShare and Child Care assistance; and

WHEREAS, Economic Support Specialist II's have processed an additional 4,000 cases in 2012 because as of March 31, 2012, all single individuals formerly served at the State's Enrollment Services Center are now managed at the County level; and

WHEREAS, Human Resources in conjunction with Human Services have thoroughly reviewed the position descriptions and the needs of the department; and

WHEREAS, it was determined that due to efficiencies in the Economic Support clerical area, the need for a Terminal Operator I has decreased while the additional caseload has increased the need for an Economic Support Specialist II; and

WHEREAS, Human Resources in conjunction with the Human Services Department recommend the deletion of (1.0) FTE Terminal Operator I and the addition of 1.0 FTE Economic Support Specialist II to the Human Services Table of Organization; and

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the deletion of (1.0) FTE Terminal Operator I and the addition of 1.0 FTE Economic Support Specialist II to the Human Services Table of Organization.

2012 Partial Budget Impact (12/01/12 – 12/31/12):

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Terminal Operator I	(1.0)	Deletion	\$(2,729)	\$(1,602)	\$(4,331)
Economic Support Specialist II	1.0	Addition	\$ 3,230	\$ 1,674	\$ 4,904
2012 Annualized Budget Impact			\$ 501	\$ 72	\$ 573

2012 Annualized Budget Impact:

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Terminal Operator I	(1.0)	Deletion	\$(32,747)	\$(19,226)	\$(51,973)
Economic Support Specialist II	1.0	Addition	\$ 38,760	\$ 20,088	\$ 58,848
2012 Annualized Budget Impact			\$ 6,013	\$ 862	\$ 6,875

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Submitted by Human Resources.

Fiscal Note: This resolution does not require an appropriation from the General Fund for the 2012 budget due to the un-funding of a position and a position vacancy savings. The 2013 budget reflects the recommended changes to the Table of Organization.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
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VANDER LEEST	10			
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DANTINNE, JR	13			

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LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
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WETZEL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



LYNN VANDEN LANGENBERG

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

INTERIM HUMAN RESOURCES MANAGER

To: Lynn Vanden Langenberg, Interim Human Resources Manager
From: Lynn Fuss, Human Resources Analyst
Date: September 18, 2012
RE: Human Services Community Programs Table of Organization Change
(Economic Support Specialist II)

The Human Services Financial Services Supervisor submitted a request to the Human Resources to assist with the review of the vacant Terminal Operator position. The current table of organization for the Human Services Community Program Division includes:

3.0 FTE Terminal Operators, with one being vacant and one being unfunded, and 37.0 FTE Economic Support Specialists II positions. The Terminal Operator enters data from complex input data forms on an alphabetic/numeric keyboard on numerous standardized screens and verifies the accuracy by comparing material on screen with input data forms; follows complex, involved procedures and instructions in the processing of data and terminal operation. The position's minimum requirements are High School Diploma including or supplemented with data entry courses or post high school computer/data entry training, plus one year of office experience in which data entry was performed.

The Economic Support Specialist II determines eligibility for all Economic Support programs including Medicaid, Badgercare Plus, Food Stamps, and Child Care assistance programs. Interviews consumers, collects data, and computes budgets; records and documents information; accesses, prepares and inputs all data into the statewide computer processing system. The position's minimum requirements are two years of post-secondary education in a business or human services related field, two years of professional experience in dealing with the public, and experience using a computer.

Recommendation:

Human Resources in conjunction with the Financial Supervisor reviewed the current position description and evaluated the job duties needs of the area. It was determined that the department needed an additional Economic Support Specialist II to process the approximately 4,000 additional Economic Support cases in 2012. The increase in Economic Support cases can be attributed to effective 3/31/12, single individuals that were formerly served at the State's Enrollment Services Center are now managed at the county level for Foodshare, Family Planning Waiver and Badgercare Core services. Additional, due to the efficiencies of the Economic Support clerical area, the need for Terminal Operator I's has decreased.

Therefore, the following changes are recommended to Human Services Department Table of Organization: Delete (1.0) FTE Terminal Operator position and create 1.0 FTE Economic Support Specialist II position.

Fiscal Impact Salary and Fringe Benefits:

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Terminal Operator I	(1.0)	Deletion	\$(32,747)	\$(19,226)	\$(51,973)
Economic Support Specialist II	1.0	Addition	<u>\$ 38,760</u>	<u>\$ 20,088</u>	<u>\$ 58,848</u>
Total Fiscal Impact			<u>\$ 6,013</u>	<u>\$ 862</u>	<u>\$ 6,875</u>

November 7, 2012

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION
HUMAN SERVICES
LTE SOCIAL WORKER/CASE MANAGER

WHEREAS, the Human Services Department submitted a request to Human Resources to review the needs of the department and the current use of Temporary Social Worker/Case Managers as they prepare for implementation of Family Care in 2014; and

WHEREAS, there are approximately 500 clients on the wait list for services. This list will lock down six months before Family Care assumes responsibility for Adult Long Term Care in the Northeast Wisconsin district; and

WHEREAS, after a thorough review by Human Resources in conjunction with Human Services it was determined that LTE Social Worker/Case Managers would better fit the needs of the department to maximize the benefit to the county and minimize ongoing costs for clients on the wait list prior to the wait list lock down; and

WHEREAS, Human Resources in conjunction with the Human Services Department recommend the addition of 5.0 FTE LTE Social Worker/Case Manager positions to the Human Services Table of Organization; and

WHEREAS, the 5.0 FTE LTE Social Worker/Case Manager positions will end with the implementation of Family Care in 2014; and

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the addition of 5.0 FTE LTE Social Worker/Case Managers to the Human Services Table of Organization.

BE IT FURTHER RESOLVED, the 5.0 FTE LTE Social Worker/Case Manager positions will end with the implementation of Family Care in 2014.

2012 Partial Budget Impact (11/01/12 – 12/31/12):

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
LTE Social Worker/Case Manager	5.0	Addition	\$50,002	\$6,975	\$56,977
2012 Annualized Budget Impact			<u>\$50,002</u>	<u>\$6,975</u>	<u>\$56,977</u>

2012 Annualized Budget Impact:

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
LTE Social Worker/Case Manager	5.0	Addition	\$300,010	\$41,852	\$341,862
2012 Annualized Budget Impact			<u>\$300,010</u>	<u>\$41,852</u>	<u>\$341,862</u>

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Submitted by Human Resources.

Fiscal Impact: This resolution does not require an appropriation from the General Fund. The 2013 budget reflects the recommended changes to the Table of Organization

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
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HOPP	5			
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EVANS	9			
VANDER LEESE	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
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KASTER	16			
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CARPENTER	24			
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FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

HUMAN RESOURCES DEPARTMENT

Brown County

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GREEN BAY, WI 54305-3600



LYNN VANDEN LANGENBERG

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

INTERIM HUMAN RESOURCES MANAGER

To: Lynn Vanden Langenberg, Interim Human Resources Manager
From: Lynn Fuss, Human Resources Analyst
Date: September 18, 2012
RE: Human Services Community Programs Table of Organization Change
(LTE Social Worker/Case Managers)

The Human Services Financial Services Supervisor submitted a request to Human Resources to assist with the review of the temporary Social Worker/Case Manager positions filled earlier this year and the need for these positions to continue until the implementation of Family Care in 2014. The current table of organization for the Human Services Community Program Division includes:

107.80 FTE Social Worker/Case Managers and 0.0 LTE Social Worker/Case Manager positions. The Social Worker/Case Manager for the Long Term Care unit provides information referral, case management and direct services to adults with developmental and other related disabilities in order for them to remain in or return to a non-institutional setting. Services may be provided through consumer enrollment in the Community Integration Program (CIP) and the Community Options Program (COP). The position's minimum requirements are Bachelor's degree in social work or related human services field, plus a minimum of one year of direct experience within the last five years working with persons who have developmental disabilities. A valid Wisconsin Driver's License is required and State Social Worker Certification is preferred.

The Temporary Social Worker/Case Managers, LTE Social Worker/Case Managers and fulltime Social Worker/Case Managers may perform the same duties and the positions require the same qualifications.

The Long Term Care unit is preparing for the implementation of Family Care which is anticipated to occur in early 2014. Currently these positions are temporary, but the need to make them LTE is essential to continue utilizing their additional manpower to get clients on service. It is in the county's financial interest to utilize staff in this manner, to maximize the benefit to the county prior to wait list lock down 6 months prior to Family Care assuming responsibility for the Adult LTC in the Northeast Wisconsin Family Care district. We maximize revenue generation and minimize ongoing costs for those clients remaining on the waitlist after the wait list locks down.

Recommendation:

Human Resources in conjunction with the Financial Supervisor reviewed the current staffing levels available. It was determined that the department's need for additional Social Worker/Case Managers in preparing for Family Care in early 2014 exceeds the purpose of temporary Social Worker/Case Managers. Approximately 500 clients are on the waitlist.

Therefore, the following changes are recommended to Human Services Department Table of Organization: create 5.0 FTE LTE Social Workers/Case Manager positions.

Fiscal Impact Salary and Fringe Benefits:

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
LTE Social Worker/Case Manager	5.0	Addition	<u>\$300,010</u>	<u>\$41,852</u>	<u>\$341,862</u>
Total Fiscal Impact			<u>\$300,010</u>	<u>\$41,852</u>	<u>\$341,862</u>